

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of July 15, 2010

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, July 15, 2010 at 9:07 a.m. Board members present: Harry Gibbs, Robert Tagge, Deborah Hunt, Brig Mireles and Richard Templeton. Quorum declared.

Receipt of Public Comments

James Babcock, Chairman of the Appraisal Review Board (ARB) and Cheryl Jakubowski, a member of the ARB were present to address the Board members.

Babcock informed the Board the reason for the ARB member's attendance today was to reiterate what was discussed regarding the ARB property owner surveys at the March Board meeting.

Jakubowski reported that only 12% of the appellants that have been seen have filled out a survey. She indicated that overall the ARB members are pleased with the survey results, but expressed some concern over the question regarding the appellant's satisfaction with the explanation given by the ARB. Jakubowski reminded the Board that property owners are usually unhappy by the time they reach the point of going to the ARB. She expressed that the ARB understood that they would control their own data, not the District.

Lankford explained to the Board that he had a different understanding regarding these surveys. The District was compiling the results and entering them into the system, since the ARB did not have the staff to handle this task. Lankford did reiterate to the Board that the ARB is the property owner's last resort before proceeding to Arbitration or District Court and that the District does not proceed to the ARB unless they feel they have a very strong case. He also mentioned that the District does a very large number of these each year, where each property owner does not. The prepared evidence and the prepared presenter for the appraisal district give the appraiser an advantage within the ARB hearing.

Babcock informed the Board that all of the ARB members are trained in all aspects and that he is very proud of the current members.

Lankford informed the Board that the ARB property owner survey results will not be included in the Boards' packet in the future; unless the ARB decides they would like them to be included. The District will still be performing the entry of the surveys. Templeton asked that the survey in the future include statistics on the number of people seen at the ARB.

Several Board members expressed their appreciation for these surveys. Hunt mentioned the District being one of the few to take this step to reach out to property owners.

The Public Hearing was closed.

Taxpayer Liaison Officer's Report

Steven Romero Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer (TLO), was present and reported having been contacted by a few property owners this month, including Steven Romero. Rouse informed the Board that Romero had missed his protest deadline. Rouse had left two messages for Romero but had not heard back from him by the time of this meeting.

Ronald Krueger Correspondence

Rouse also reported receiving correspondence from Ronald Krueger. Krueger's issue was with the ARB and the fact that he did not feel his property was appraised fairly due to some issues including a pipeline located near his home and also an abandoned property close by. He also felt his personality was being attacked by the ARB members. Rouse reported that a letter had been sent by Lankford addressing these issues.

Rouse indicated he would contact Krueger after today's meeting letting him know the Board had heard his complaints.

Hunt asked that Rouse share this information with the ARB, and to copy the ARB Chairman, Babcock, any time he has a complaint that involves them.

Martina Anderson Correspondence

Rouse reported having received a phone call from property owner, Martina Anderson.

Anderson had an issue with the ARB. She had met with an informal appraiser who offered to lower her property by approximately \$11,500. She decided to proceed to the ARB and was surprised when they decided to only lower her value by \$1,950. The formal appraiser in the ARB hearing had recognized an item that the informal appraiser had not and this resulted in the difference in value.

Rouse will contact Anderson. Hunt asked that Rouse mention Anderson's opportunity to proceed to Arbitration or District Court.

Consider approval of minutes of the Board of Directors for the regular meeting – June 14, 2010.

Tagge moved for approval of the minutes as presented. Hunt seconded. The motion carried unanimously.

Consideration of Monthly Financials

May 2010 financials and expenditures were reviewed and filed for audit.

Move to item VIII. A.

Retirement Benefits

Kristina Acuña with Texas County & District Retirement System (TCDRS) was present to report on the District's retirement plan. Acuña distributed retirement rate comparisons. Acuña indicated that the Board would need to make a decision by the September Board meeting. She recommended not passing a COLA unless the District could pay for that cost. Gibbs commented that he would not like to burden the Board and the entities with unfunded liabilities. Hunt requested that the retirement plan be looked at annually. Gibbs indicated he would like to look into a defined contribution plan, not a defined benefit plan.

Lankford commended Acuña for her performance. Gibbs would like to see her continue to be the District's TCDRS representative.

2011 Budget Workshop

Entity Budget Meetings

Lankford informed the Board that he and Kimberly Gamboa, the District's Administration Manager, had begun their budget meetings with the entities. He reported that these meetings have been very well received and that the entities have also appreciated the availability of the data on the District's website.

Lankford reported that the City of Georgetown had suggested, after the District makes some minor adjustments, submitting their budget to the GFOA (Government Financial Officer's Association) to apply for an award. Lankford indicated he would explore this option in future years.

One-Time Expenses

Lankford presented items that were projected 2011 expenses which are one-time expenditures. He indicated that in order to have on-line protests for this coming season, we would like to remove these one-time items from the 2011 budget and use reserve monies to make these purchases in 2010. The budget buy down that the Board had previously discussed would be offset by these expenses.

Lankford informed the Board that the Cisco phone system is four years old and is in need of being upgraded. Lankford speculated about the projected savings by allowing on-line protests. He informed the Board that this is a state mandate and the District was trying to be proactive.

The board recessed at 10:45 a.m. and reconvened at 11:00 a.m.

After receiving advice from one of the District's attorneys, Sandy Griffin, the Board asked that an item be added to the next Board agenda to amend the 2010 budget.

The Board asked that in the future, each item up for consideration be explicitly listed on their agenda.

Designation of 2009 Surplus Funds

Mireles moved to allocate from the 2009 surplus funds \$119,335 for the items listed on the One-time Expenses spreadsheet and to come back at the Boards' next meeting and ratify for the 2010 budget. These items will be removed from the proposed 2011 budget. Hunt seconded. The motion carried unanimously.

Hunt moved to apply the balance of the remaining monies from the 2009 surplus funds to be used to buy down the proposed 2011 budget. Tagge seconded. The motion carried unanimously.

Correction of Proposed 2011 Budget Total

Lankford reported on a \$7,000 error in the 2011 budget that was noticed prior to placing the budget in the mail to the entities. The budget was mailed with this amount applied.

Hunt moved to amend from the June Board meeting the proposed operating budget for 2011 by an additional \$7,000 for Worker's Compensation Insurance. The new total would be \$7,128,037 prior to what was amended at this meeting. Tagge seconded. The motion carried unanimously.

Chief Appraiser Review Final Approval and Signature

The Chief Appraiser Review final document was presented and signed by all Board members. This document will be on file at the District.

WCAD Employee Badge Suggestions

Lankford informed the Board that the District would like to go to a more official looking badge format for its employees and ARB members. The new badges will print directly on the security access card.

The new badge layout was presented to employees for their input. Lankford asked the Board for their suggestions.

The Board had a few thoughts: Gibbs would like to see the size of the font on the employees name increased and remove the District's address. Hunt suggested reducing the size of the WCAD logo in both the employee and ARB badges. Mireles recommended changing the font to Arial.

Lankford indicated he would have the finalized badge at the Board's next meeting.

Chief Appraiser's Report

Property Owner Surveys

Lankford reported to the Board that the District has had good results from the property owner surveys and that the comments and suggestions that were given have been added for discussion at the District's annual Planning Session that will take place next month.

Lankford will communicate with the public that some information is not able to be placed on the District's website, due to property tax laws.

Signs on Terrorism Video

Lankford thanked Tagge for sharing the Signs on Terrorism video with the District. He reported that this video was viewed by all staff at their latest meeting.

Entities Receiving WCAD Board Agenda and Minutes

Lankford informed the Board that, in the past, the entities had only received the Board meeting agendas, but not the meeting minutes. He expressed his intentions to begin sending these out as well. Hunt inquired about posting our minutes and agendas on the District's website. This item will be added for discussion at the Boards' next meeting.

Certification Report

Lankford informed the Board his goal to be at 95% of total market value by Friday, July 16th and that appraisal roll documentation would begin processing over the weekend. Early next week the documents would be printed and hopefully by the end of the week these documents would be sent out to the entities. He informed the Board that this process would be completed early again this year.

Arbitration Report

Lankford reported that the District had had their first filed and settled arbitration since the last Board meeting.

Lawsuit Report

Lankford reviewed the Lawsuit Report.

Board Agenda Additions for Future Meeting

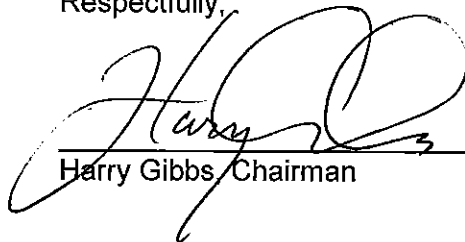
A few items were discussed to be added to the next Board agenda: TCDRS follow up and the ratification of the budget.

Tagge also mentioned getting a projection for replacement equipment. Pam Orr, the District's Director of Operations, was present and reported this was something that she is currently working on.

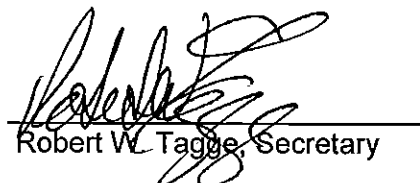
The next regular meeting was set for Friday, August 13, 2010 at 9:00 a.m.

The meeting was adjourned.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary